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PROCEDURE FOR CONTROLLING THE AUTHORIZATION TO AGENCY PROJECTS AND ACTIVITIES FOR SUPPLIES AND EQUIPMENT PROCURED BY THE LOGISTICS OFFICE

1. Purpose and Scope

- a. This procedure prescribes the methods and documents to be used by operating offices for controlling amounts which have been authorized for supplies and equipment to be procured by the Logistics Office.
- b. The procedure covers the responsibilities of all offices and area divisions which will procure supplies and equipment through stockpile operations and the responsibilities of the Logistics Office relative to currently advising the operating offices or divisions (allottees) as to the status of requisitions.
- c. The procedure is coordinated with the Agency allotment accounting procedures and the costing phase of the financial and accounting procedures for property. Consistent with the Agency budget and allotment policies for the fiscal year 1954, the procurement of property (other than overseas station local procurement) will be made against allotments to the Logistics Office without regard to offices or area divisions. Offices and area divisions will be furnished a monthly "Cost Statement" by projects which will indicate the charges made to the project receiving the property.
- d. It will be necessary for the operating office or division (allottee) to maintain a control over the amounts which have been approved to cover the cost of property for each project even though the actual funds were made available to the Logistics Office in the stockpile program allotments.

2. Responsibilities

a. Operating Office or Area Division

The operating office or area division (allottee) will be responsible for maintaining a control over the amount approved for property to be used in connection with a project or other activity.

b. Logistics Office

The Logistics Office will be responsible for advising the operating office or area division (allottee) the current status of requisitions which have been submitted to cover property requirements.

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3. Procedures

a. Operating Offices and Area Divisions

- (1) Each requisition prepared in a particular office, division or overseas station and submitted to headquarters will have indicated on it, by line item, a price (firm or estimate) and will flow through the allottee for the purpose of posting to the Project Property Control Record. (EXHIBIT H)
- (2) The allottee will receive back from the Logistics Office a document indicating the action taken on each line item of the requisition. The document which indicates the action taken will be one of the following: (a) shipping document, (b) purchase request, (c) due out established or (d) cancellation. These documents will serve as a check off for the control record and for any adjustment required for value.
- (3) A Project Property Control Record will be established and maintained for each project or activity which has an amount approved for supplies and equipment to be secured through the Agency's stockpile program. The attached form (EXHIBIT H) will be used to control the amount of commitments made against the amount authorized for the procurement of property for each project or activity through the Agency's stockpile program.

The record posting will be as follows:

- (a) The initial entry in the "Balance" column will be the amount approved in the project or activity plan for property to be procured through the Agency's stockpile program. Any amendments in the approved property amount will be posted either as an increase or decrease in the "Balance" column. The date and description data relating to any such amendments will be entered on the form opposite the adjustment in the available balance.
- (b) The value established for each requisition covering property to be procured through the Agency's stockpile program will be entered on this record and effect a corresponding reduction in the amount in the "Balance" column.

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(c) The document received from the Logistics Office indicating the action taken on the requisition will serve as the media for reflecting adjustments in the "Balance" column either as a plus or minus amount. These adjustments will be caused by a change in price or a cancellation of all or a part of the item(s) requisitioned. The charges which are officially applied to the project for property delivered will be furnished to the allottee through the medium of a "Cost Statement".

b. Logistics Office

The Logistics Office will furnish each requisitioner through the allottee an action document for each item requisitioned in accordance with established procedures.

5. Effective Date

This procedure will be effective 1 July 1953.

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EXHIBIT H

PROJECT PROPERTY CONTROL RECORD

Project		\$ 25,000
Cryptotym		Approved Amount

Date 1953	Requisitions			Balance
	Number	Amount	Adjustments plus or minus	
7/2	Approved			25,000.00
7/15	2532-1-54	1,000.00		24,000.00
7/20	2532-2-54	2,000.00		22,000.00
7/25	2532-1-54		100.00	21,900.00
7/30	2532-2-54		-300.00	22,200.00
7/31	PRC-12-54	Increase of Authorization for \$5,000.00		
				27,200.00